



Motor Carrier Attachment –

Driver' Code of Conduct

Houston, Texas

RRD22LR002

(2 pages)



GEMINI MOTOR TRANSPORT

DRIVER CODE OF CONDUCT

The following, but not limited to, is what is expected from all drivers all of the time. Performance bonuses will depend on how these items are followed, 24/7/365. Action Rides and Surveillance checklists will be based and graded off of this list.

Expectations

- Drivers are expected to be at work and on time for all scheduled shifts.
- It is the driver's responsibility to provide the best possible service to customers. Drivers must be available to cover additional shifts, change shifts, or attend safety classes for loading cards as business needs dictate. The Company is 24/7/365, the goal is to offer a consistent schedule, however schedule adjustments can occur.
- Drivers must wear proper uniform, footwear, Company ID badge and be properly groomed with no visible tattoos.
- Drivers are not permitted to use a Love's Reward Card at any time for any reason.

Safety

- Smoking is not allowed in or within 50 feet of the truck, trailer and drop zone.
- Drivers must wear seatbelts at all times.
- Headlights should be on at all times and drivers must always use flashers when appropriate to maximize their visibility.
- Drivers must always maintain proper speed and spacing to maximize reaction time for any situation.
- Drivers must always come to a complete stop at stop signs and railroad crossings and should not shift over tracks.
- Drivers are prohibited from using cell phones/ electronic devices while driving, loading, unloading, or as restricted by law(s).
- Drivers must always use the three points of contact when entering and exiting the cab.
- Drivers must use safety cones where required.
- Drivers must use metal spill buckets for each delivery, hose and empty buckets after each use.
- Drivers must always hook hoses to drop elbows first, then the truck, to prevent spills.
- Drivers must verify internal valves are holding and must always use vapor recovery for all gasoline deliveries.
- Drivers must always stay within 15 feet of the drop zone; both doors must remain closed and locked during deliveries or while the truck is unattended.
- Drivers must complete a 360 degree walk of equipment at every stop, verifying the security/safety of the units.
- Drivers must avoid backing. If backing is required drivers must G.O.A.L. and use extreme caution.
- Unauthorized passengers are prohibited from entering the truck at any time unless approved by Regional Manager.
- Drivers must always get their rest and take breaks as needed. Fatigue is a leading cause of accidents and mistakes.
- Drivers must report any and all incidents, no matter of severity, to their Regional Manager within 2 hours.

Procedures

- Drivers must adhere to DOT Hours of Services. If Cadec is unavailable, drivers must obtain last 7 days log.
- Drivers must always complete a pre-trip/post trip inspection. Log into Cadec/TelaPoint before starting pre-trip and log out after post trip. If EDVIR is unavailable, drivers must complete a handwritten DVIR.
- Drivers must keep in contact with logistics and management. Communication is essential.
- Drivers must keep the last Bill of Lading, Delivery Ticket and Emergency Response Guide in door pocket at all times. The Bill of Lading should always be on top.
- Drivers must report all supply related issues to logistics immediately, including truck, trailer, store, weather, terminal, traffic etc.
- Drivers must verify their Bill of Lading by circling product/ initialing gallons before leaving the rack and always set their product ID markers and placards.
- Drivers must always get a before and after veeder root and verify the load will fit. After the drop has been made, drivers must verify the entire load has been delivered properly, to ensure no product is retained on the trailer. Drivers should never fill product tanks past their 90% capacity.
- Drivers should always verify tank is labeled before delivering any product. If any doubt, drivers should call their Regional Manager or logistics prior to delivery.
- Drivers must use modified water paste for all gasoline deliveries. If more than 1" drivers must report to Store/Logistics/Regional Manager immediately.
- Drivers must always fully drain all hoses before unhooking and always clean product fill pots as required. Drivers should notify Regional Manager/Store of any leaking, broken lids, caps or other store/customer related delivery issues.
- Drivers must completely fill out all necessary paperwork as required by company and customer.
- Drivers must keep current weight ticket (one per quarter) with Bill of Lading for both gas and diesel. Lead drivers must bring these to safety meeting.
- Drivers must only use the approved methods of fueling as directed by your Regional Manager.
- Drivers must additize and blend tanks as directed. Any equipment/supply issue must be reported to Logistics/Regional Manager immediately.
- Drivers must use Cadec/TelaPoint as instructed, it is a system designed to improve operations.
- Drivers must report all DOT roadside inspection or any citations (including personal) they receive to their Regional Manager within 24 hours.
- Drivers must only use Gemini Fuel Cards/P-Cards as directed. Drivers should contact their Regional Manager with any questions.